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Library Department Head Meeting Essence Notes

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Library Department Heads Meeting
July 19, 2017

Attendees:
Dean Mitchell, Clement Lau, David Lowder, Debra Skinner, Jessica Garner, Ruth Baker, Paula Fowler

Library Convocation Planning – Dean Mitchell
University Convocation Meeting is August 9, 2017 at 10:45 a.m.
Library Convocation Meeting is August 9, 2017 at 8:30 a.m., Room 1300
Topics for library meeting:
  - Introduction of new personnel (10 min)
  - Consolidation progress report (30 min)
  - Department presentations (10 min each)
  - Questions (10 min)

Need to imbed actual draft agenda here

FY18 Institutional Effectiveness Plan – Clement Lau, Department Heads
Plan due date is August 10, 2017
Draft due July 31, 2017
Assessment meeting on August 2, 2017
Reveal draft either August 2 or 3

Need to Include:
  - Action plans to continue
  - Additional items – Strategic Plan
  - Functions/modules – one-time items

Consolidation Updates – Dean Mitchell
Meetings to discuss consolidation will be held on July 25, 2017
  - 10:00 a.m. Lane Library / 3:30 p.m. Henderson Library
Dean Mitchell to issue email regarding meetings on July 20, 2017

Department Orientations for Paula Fowler – Dean Mitchell, Department Heads
New Library personnel orientation will be held on August 9, 2017 at 3 p.m. – Dean Mitchell or Paula Fowler to send calendar notice
New personnel: Leslie Haas, Jordan Braddock, Michelle Dillow, Paula Fowler
Department Heads provided overview of their departments

Announcements
Dean Mitchell:
Distributed approved Fall Semester Calendar/will send out on ZACH L:
Georgia Conference on Information Literacy will be held September 15-16, 2017 – GSU will pay staff registration and possibly overnight accommodations depending on number attending
Leslie Haas will be starting on August 1, 2017
Clement Lau:
Four new trash cans will be placed in high traffic areas to control pests
Studying feasibility of library offering fax services – will make final proposal at next meeting